

# **PARKING ENFORCEMENT**

## **FREQUENTLY ASKED QUESTIONS**

### **I GOT A PARKING TICKET, NOW WHAT?**

Pay it. Ignoring the parking citation will only cause the fine to go higher. You have 10 days to pay the initial fine, after that it begins to get more costly and is considered “overdue”. Refusing to pay the citation within 30 days will result in registration suspension for the vehicle on which the citation was issued.

### **WHAT IS REGISTRATION SUSPENSION?**

When a parking citation is more than 30 days past due, the Parking Enforcement Division of the Menasha Police Department notifies the Wisconsin Department of Transportation (DOT) of the unpaid parking citation. This is done by completing a **Notice of Unpaid Citation**. This form provides DOT with information such as: name of vehicle owner, last known address, license plate number and expiration, parking citation number, and, most importantly, instructing the DOT to **suspend and refuse registration**.

### **WHAT DOES SUSPEND AND REFUSE REGISTRATION MEAN?**

The DOT will put an unpaid citation suspension on the vehicle. This means that if the vehicle is stopped by law enforcement personnel while it is being operated, the driver of the vehicle can be cited for **Operating a Vehicle with Suspended Registration**.

The notice DOT receives from the Menasha Police Department also instructs the DOT to refuse to register or renew registration of any of your vehicles until the parking citation has been paid. There is an added fee you will be required to pay once the suspension goes into effect.

Upon payment being received by the City of Menasha for the overdue citation, a Notice of Satisfaction will be forwarded to the DOT to release the registration suspension. You will be able to register/renew your vehicles(s) after DOT receives the satisfaction notice.

## **I NEVER KNEW I GOT A PARKING TICKET AND NOW I CAN'T REGISTER MY VEHICLE, WHAT IS GOING ON?**

The Menasha Police Department is required by State Statutes to notify the owner of the vehicle on which the parking citation was issued that the citation remains unpaid. This process begins after the 10 days following issuance of the citation. Two notices must be sent via US Mail to the owner of the vehicle prior to registration being suspended due to non-payment. These notices are requirements as stated in Wisconsin State Statutes: 345.28(4)(a)(2)(c), or 345.28(5m)(d), or 345.28(5m)(c)1.

If the parking citation remains unpaid, two late notices will be sent to you by the Menasha Police. With each notice sent, the fine for the citation is increased. After the DOT receives the Notice of Unpaid Citation from the Menasha Police Department, they will also send a notice to the vehicle owner that the vehicle's registration has been suspended until payment is made on the citation. The owner of the vehicle, therefore, will have received 3 notices regarding the matter.

It is the responsibility of the vehicle owner to notify the DOT of any address changes promptly. You will not be exempt from registration suspension should you fail to notify DOT that you moved and subsequently did not receive the notices.

## **I WANT TO TAKE THIS PARKING CITATION TO COURT, WHAT'S THE PROCESS?**

Within 30 days following issuance of the citation, you may arrange for a court appearance to contest the citation by appearing at the Menasha Police Department and advising the Court Liaison Officer (M-F, 8a-3p) that you wish to contest the citation. The original parking citation will be placed on a "pending hearing" hold, and the officer will issue you a municipal citation with a court appearance date. Appropriate costs will be added if you are found guilty or fail to appear on any contested citation.

## **HOW DO I PAY THE TICKET WITHIN THE 10 DAY TIME PERIOD?**

The ticket you received also has a self-addressed mailing envelope. You may place your payment inside the envelope, seal it, affix a stamp and mail it. It is **strongly suggested** that you only mail a check payment. Cash payments have been known to "get lost" in the mail and never make it to the City of Menasha. That's when you think you've taken care of the ticket and soon receive an overdue citation notice because your payment never reaches us.

Payments made through US Mail containing coins **never** arrive intact. These envelopes arrive ripped open and mangled with coins missing. These types of payments are considered partial payments and you will be required to send the balance due. This will usually result in the citation becoming “overdue” and appropriate late fees will be added.

You may also make your payment in person either at the Menasha City Hall, 140 Main St., during regular business hours or by placing the ticket with your payment in the slot box in the lobby of the Menasha Police Department. If you need to obtain a receipt for the payment, you must pay for the citation in person at city hall.

There is sometimes a slight delay involved for posting payments in the computer at the Parking Enforcement Division, especially on weekends. This occasionally causes a late payment notice to be sent out from the police department when the payment receipt is still being processed at city hall. In most cases, your payment has already been applied even before you receive the notice in the mail.